

JUSTIFICATION FOR URGENCY (SIMPLIFIED ACQUISITIONS < \$100,000.00)

Ref: NAVSUP 4200.85C Chapter 4 Paragraph 5(b)(2)

The service or material listed on (Document number) _____ is urgent and advertising requirements are precluded for reasons indicated below. If the service/material is not received by the Required Delivery Date (RDD), specific damages to the Navy will result.

1. Suggested Source(s) (complete with addresses, phone and fax numbers):

- (1) _____

(2) _____

(3) _____

In the spaces above, provide the name of all known suppliers of the required product, preferably a minimum of three manufacturers. (Although the purchasing office maintains a list of sources, it is best to provide sources you know meet your requirements so that valuable time is not wasted in soliciting and evaluating offers from companies who can't meet your needs. Attach a copy of any market research conducted on potential offerors.)

2. Brief descriptive narrative of service or material required:

3. Required Delivery Date (RDD): _____

4. Describe the resulting damages if the above required delivery date is not met. Explain why the service/material is needed and what will happen if it's not received by the RDD. (As necessary, describe the impact on overhaul/availability schedules, impact to base support, personnel safety issues, potential environmental damages, etc.) The impact should be expressed as the daily cost (labor, material, etc.) to the government for each day of delay beyond the RDD.

5. Lack of prior planning does not support urgency. Please provide a time-line beginning on the date the need was first identified and ending on the date the requisition was submitted to the Purchase Branch. Why is the claimed "urgency" not the result of a lack of advanced planning?

6. Only our **minimum current** requirements can be purchased under conditions of urgency. What is the minimum quantity that must be obtained by the RDD? Why can't *some* of the total required quantity be procured under urgency while procuring the remaining items/services through the normal procurement process?

I CERTIFY THAT STATEMENTS CHECKED ABOVE ARE COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT PROCESSING THIS URGENCY STATEMENT COULD PRECLUDE THE FULL ADVERTISEMENT OF THIS PROCUREMENT.

Signature _____ Title _____ Date _____
Contracting Officer Signature _____ Date _____

